

Financial Management Service

FACTS II Client Bulk

User's Guide



Department of the Treasury
Financial Management Service *fms*

U.S. Department of the Treasury
Financial Management Service
Information Resources
Accounting and Management Systems Division
Financial Reporting Branch
Chris Shanefelter, Branch Manager

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Client Bulk Worksheet

Each fiscal quarter, do the following to report to FMS the adjusted trial balance for each of your TAFSS.

After FMS opens the reporting window

- ☐ Download the SGL data file (Chapter 3) and save it on your workstation or network. Do this once while the reporting window is open. Use the SGL account numbers and their attributes in the SGL data file to build the records in your bulk transfer file.
- ☐ Download the MAF (Chapter 4) and save it on your workstation or network. Each preparer must log on to the Client Bulk program and download his or her own MAF once while the reporting window is open. When you download the MAF, all of your TAFSS appear in the window; however, when you save the MAF data, only the TAFSS with a Bulk Indicator = "Y" are saved in your MAF data file. Use the TAFSS and the pre-closing balances in each MAF to build the records in your bulk transfer file.

Note: Update your contact information if necessary when you download the MAF.

- ☐ After you create the bulk transfer file, upload it to FMS (Chapter 5). If your bulk transfer file is not rejected, the TAFS Summary Report automatically appears on your window. **DO NOT close the window until you print or save the reports you need.**
- ☐ Print or save the reports you need (Chapter 8).
- ☐ Review the TAFS Summary report, either on the Client Bulk window or on the copy you printed, to find records that the Client Bulk program rejected during the editing process. If records were rejected, do the following:
 - ☐ Move the rejected records and the records for the same TAFSS, to a new bulk transfer file. Correct the records and upload the new file to FMS.
 - ☐ If you selected to add records that failed the accounting edits to the FACTS II database (see step 5 on page 16), use the FACTS II Client program to correct those records.

Introduction

Welcome to the *FACTS II Client Bulk User's Guide*. This guide helps you perform user tasks in the FACTS II Client Bulk program. Use this guide if you want to

- View your contact information.
- Download SGL (U.S. Standard General Ledger) information.
- Download MAF (Master Account File) information.
- Upload FACTS II bulk transfer files.
- View the reporting window open and close dates.

This document assumes that you are familiar with the standard features of a program written for the Microsoft Windows® environment.

1.1 System Requirements

The recommended system requirements for FACTS II include:

- Pentium Processor
- 32 MB RAM
- SVGA monitor and video card
- Mouse (with right and left buttons)
- 56 KB modem
- Analog telephone line for data calls, like those used by FAX machines.
- Microsoft Windows 9x and Windows NT 3.51 will be supported.
- Web Browser

Windows 9x and Windows NT users will need "Dial-Up Networking" using PPP (Point-to-Point Protocol) provided on Windows installation diskettes.

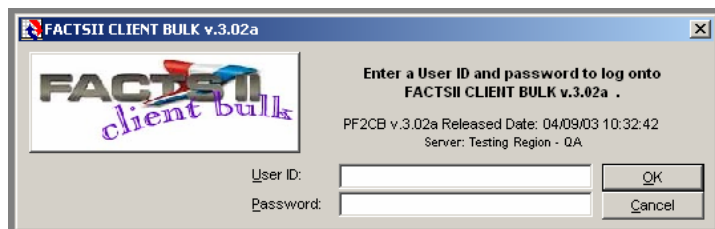
1.2 Starting the Client Bulk Program

How you start the Client Bulk program depends on your connectivity to FMS. Whether you establish connectivity to FMS via a T1 line or a dial-up connection to FMS using a SecurID, use the FMS In Touch website to start the program. See your network administrator if you don't know what type of connectivity to FMS you have.

Only FACTS II administrators and preparers can log on to the Client Bulk program.

To start the Client Bulk program

1. Using the communications software on your workstation, establish a connection to FMS.
See your network administrator for steps to connect to FMS.
2. Using Microsoft Internet Explorer® or Netscape Navigator®, go to <http://intouch.fpa.fms.treas.gov/>.
3. On the FMS In Touch home page, click the Programs link.
4. On the Programs page, click the GOALS II/FACTS II link.
5. On the GOALS II/FACTS II page, click the FACTS II Client Bulk (Production) link.
6. On the FACTS II Client Bulk Application window, type your User ID and Password and then press ENTER.
7. On the GOALS2 Message window, press ENTER and the main Client Bulk window appears.



1.3 Testing

FMS set up a test database so that you can investigate all of the Client Bulk program's features but can't corrupt the FACTS II database. Use this test environment to upload test bulk transfer files.

You can access the test database only if you use a SecurID. See an FMS Client Bulk support person if you want to test uploading bulk transfer files but don't have a SecurID.

To test the Client Bulk program

1. On your workstation, dial in to FMS using your SecurID (telephone number 301.209.6679).
See your network administrator for steps on dialing in to FMS using a SecurID.
2. Using Microsoft Internet Explorer or Netscape Navigator, go to <http://intouchd.fms.treas.gov/>.
Note that the FMS In Touch test website URL is not the same as the production website URL.
3. On the FMS In Touch Development home page, click the GOALS II/FACTS II link.
4. On the GOALS II/FACTS II page, click the Testing4FACTS II Client Bulk (Testing) link.
5. On the FACTS II Client Bulk Application window, type your User ID and Password and then press ENTER.
6. On the GOALS2 Message window, press ENTER and the main Client Bulk window appears.



1.4 Quitting the Client Bulk Program

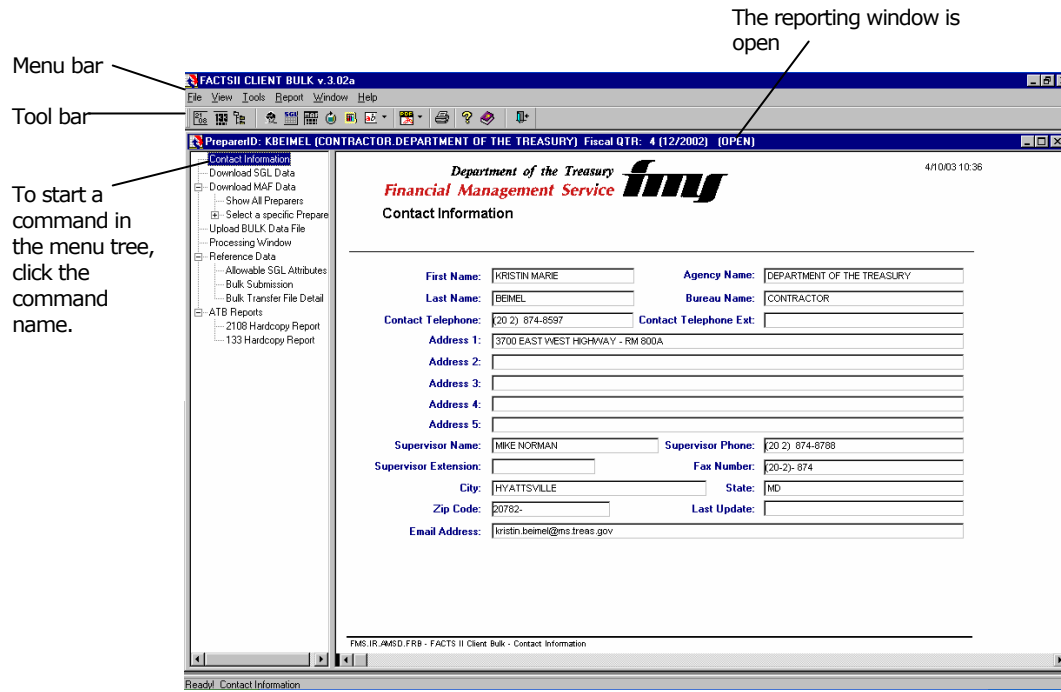
To quit the Client Bulk program

- On the main Client Bulk window, from the File menu, select *Exit*.

1.5 The Main Client Bulk Window

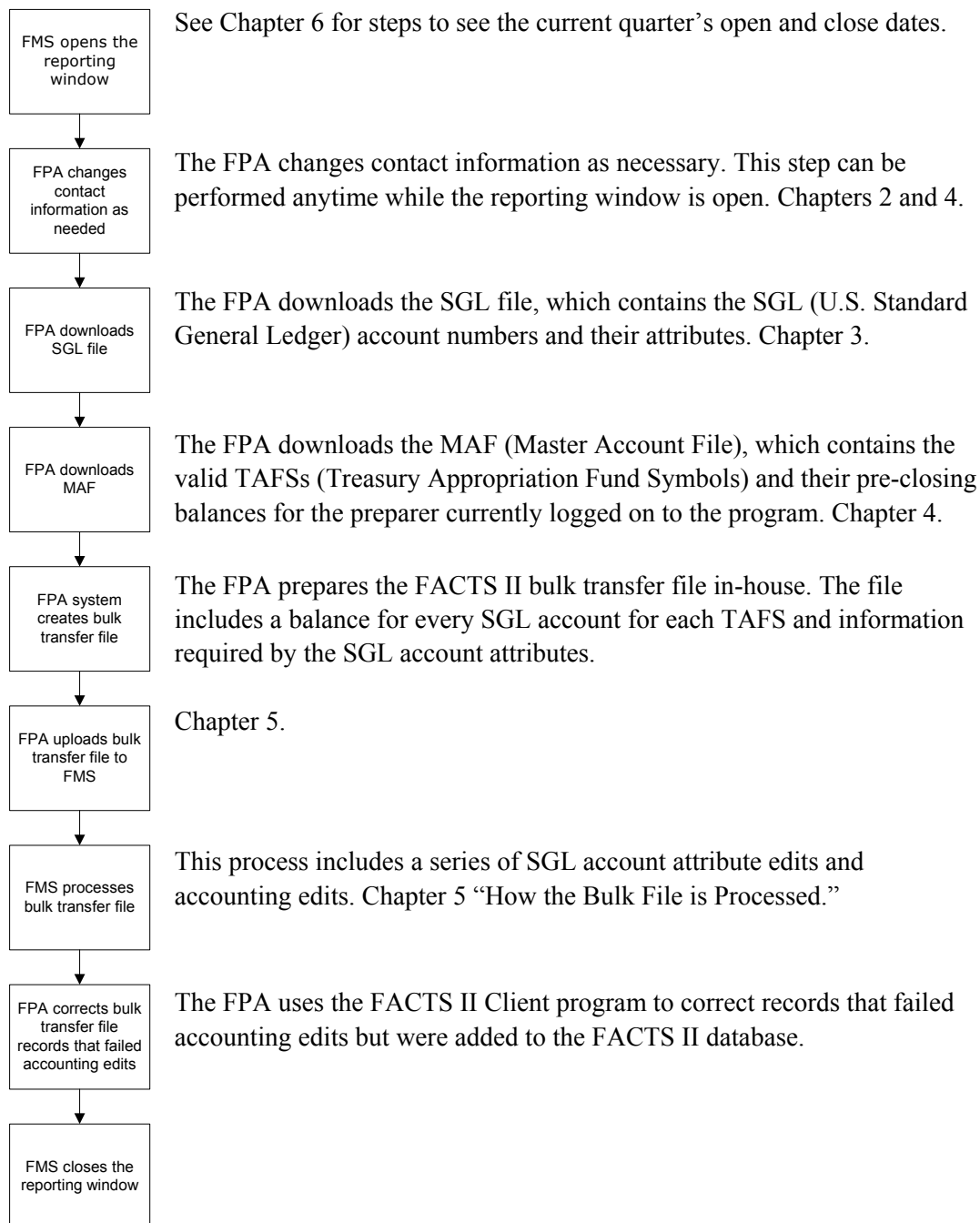
The Client Bulk program was written for the Microsoft Windows operating system. Most of the features of the main window work like other programs written for Microsoft Windows. One feature of the main window that does not work like standard Windows features is the menu tree on the left side of the window.

To start a command in the menu tree, click the command name. For example, to view your contact information, click *Contact Information*.



The Bulk Processing Cycle

The following diagram illustrates the typical quarterly processing cycle for FPAs (Federal program agencies) using the Client Bulk program.



1.6 Acronyms and Definitions



The following table contains the acronyms, abbreviations, and terms used in this document.

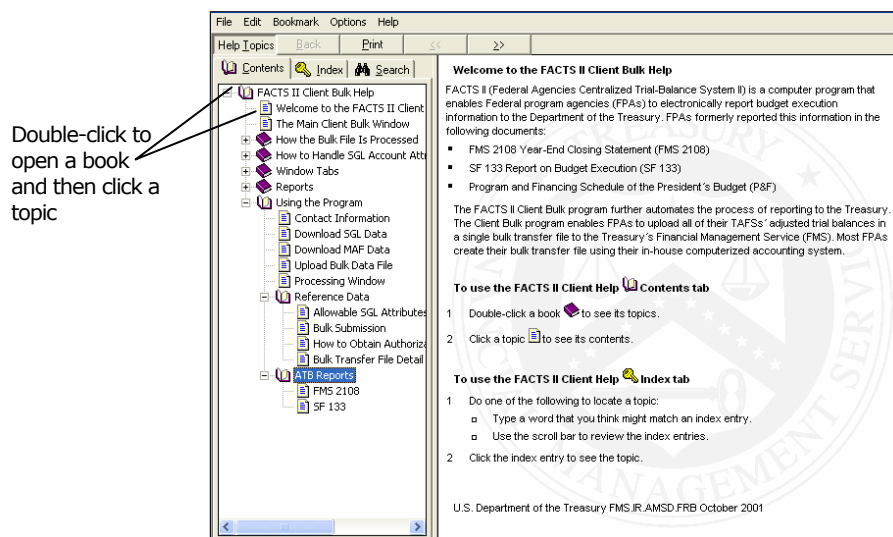
Acronym	Definition
ATB	Adjusted Trial Balance
FACTS	Federal Agencies Centralized Trial-Balance System
FACTS II	The program used by FPAs to electronically report budget execution information to the Department of Treasury instead of on the FMS 2108, SF 133, and P&F paper documents.
FMS	Financial Management Service
FMS 2108	FMS 2108 Year-End Closing Statement
FPA	Federal program agency
GOALS	Government On-Line Accounting Link System
GOALS II	A Unix-based server with a relational database management system (RDBMS), Sybase, which serves a variety of purposes, including acting as a repository for FACTS II data. GOALS II is being developed and maintained by FMS in-house resources.
MAF	Master Account File which contains the pre-closing balance and valid preparer ID for each TAFS.
MAX	An integrated database for the collection, retrieval, manipulation, presentation, and publication of budget formulation and budget execution data as well as other related data. FACTS II data will be provided to OMB for use in its MAX system at least four times a year.
P&F	Program & Financing Schedule published in the Appendix volume of the President's Budget.
Pre-closing Balance	Amount representing a TAFS's pre-closing undisbursed or unexpended balance as of the fiscal year-end.
RT7	Record Type 7. A RT7 is a unique identifier for other authority types for a TAFS such as borrowing, contract, and investments.
SF 133	SF 133 Report on Budget Execution
SGL	The U.S. Standard General Ledger series of account numbers created to improve the quality and consistency of data reported by agencies.
STAR	A relational database containing budget execution data served by operational, analytical, and report programs supporting the Treasury's Central Accounting function. The Administrative Module prepares an output file from FACTS II data containing the information needed by STAR.
TAFS	Treasury Appropriation Fund Symbol. A TAFS is a unique identifier for each of your funds and consists of department regular number, department transfer number, fiscal years 1 and 2, main account number, and sub-account number.

1.7 Getting Help

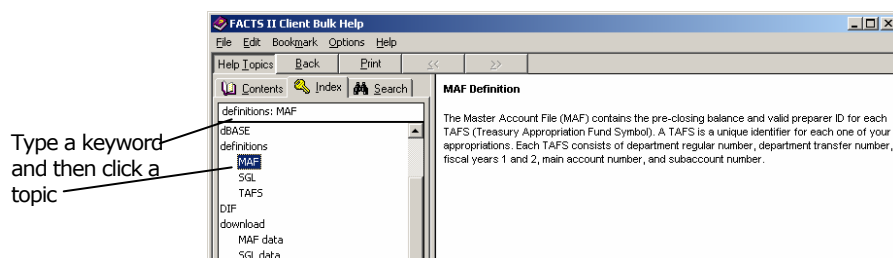
The FACTS II Client Bulk program includes a comprehensive Help feature.

To see Client Bulk Help

1. On the Client Bulk window, from the Help menu, select *Help Topics*.
2. Do one of the following:
 - Double-click  to search for a Help topic and click  to open the topic.




- Select the Index tab, type a keyword, and then click a topic.



The FACTS II Client Bulk program also includes context-sensitive Help. This type of help enables you to see descriptive information for fields and column headings on a window.

To see context-sensitive Help

- Click  on the Client Bulk toolbar and then click a field name or column heading to see its description.

Contact Information

The Client Bulk program enables you to view your contact information. Your contact information is simple demographic information used to contact you such as your name, your work address, and your work telephone number. Keep your contact information up-to-date because FACTS II administrators use it to send important information to you via mail, email, or fax.

You can change your contact information when you download the MAF; see chapter 4, “Download MAF Data.”

To view your contact information

- On the main Client Bulk window, on the menu tree, click *Contact Information*.

Click on Contact Information on the menu tree

The screenshot shows the FACTS II CLIENT BULK v.3.02a application window. The menu tree on the left is expanded to show 'Contact Information'. The main window displays the 'Contact Information' form for KRISTIN MARIE BEIMEL, a contractor for the Department of the Treasury. The form includes fields for personal and professional details, all of which are pre-filled with the user's information.

Department of the Treasury Financial Management Service <i>fms</i>	
Contact Information	
First Name:	KRISTIN MARIE
Last Name:	BEIMEL
Agency Name:	DEPARTMENT OF THE TREASURY
Bureau Name:	CONTRACTOR
Contact Telephone:	(202) 874-8597
Contact Telephone Ext.:	
Address 1:	3700 EAST WEST HIGHWAY - RM 800A
Address 2:	
Address 3:	
Address 4:	
Address 5:	
Supervisor Name:	MIKE NORMAN
Supervisor Phone:	(202) 874-8788
Supervisor Extension:	
Fax Number:	(202)- 874
City:	HYATTSVILLE
State:	MD
Zip Code:	20782
Last Update:	
Email Address:	kristin.beimel@ms.treas.gov

FMS.IR.AMSD.FRB - FACTS II Client Bulk - Contact Information

Ready! Contact Information


Download SGL Data

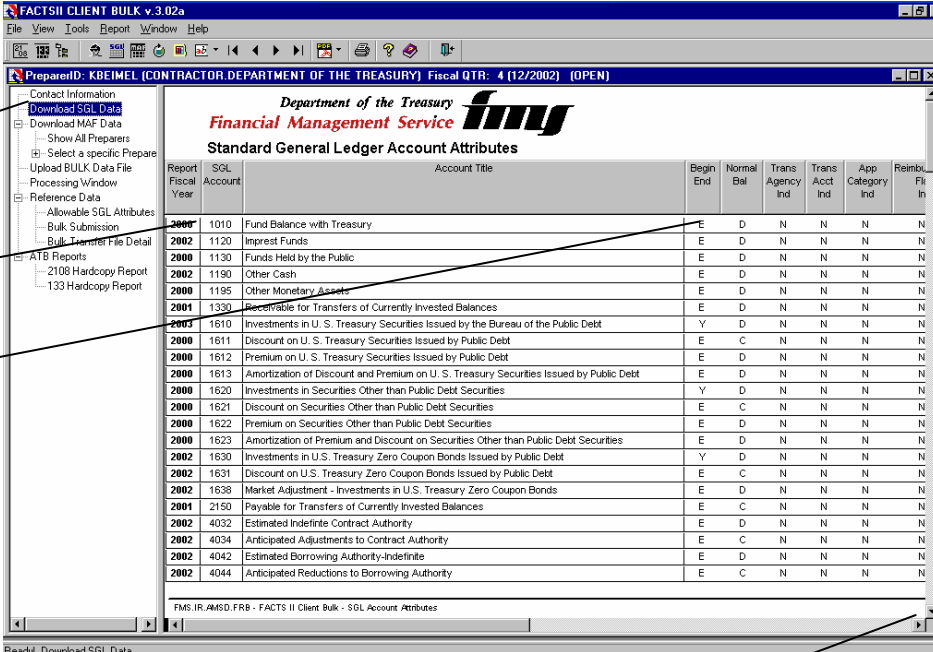
The Department of Treasury requires you to report your budget execution information using the U.S. Standard General Ledger (SGL) account numbers. You are also required to report specific information for each SGL account number. This required information is identified by the SGL account attributes. Use the Client Bulk program to download and save the SGL account numbers and their attributes.


3.1 Downloading and Saving SGL Data

To download and save the SGL data

1. On the main Client Bulk window, on the menu tree, click *Download SGL Data*.

The SGL account numbers and their attributes appear on your window. Click  at the bottom of the window to see additional attributes.



Click  Download SGL Data and you see SGL account numbers and their attributes

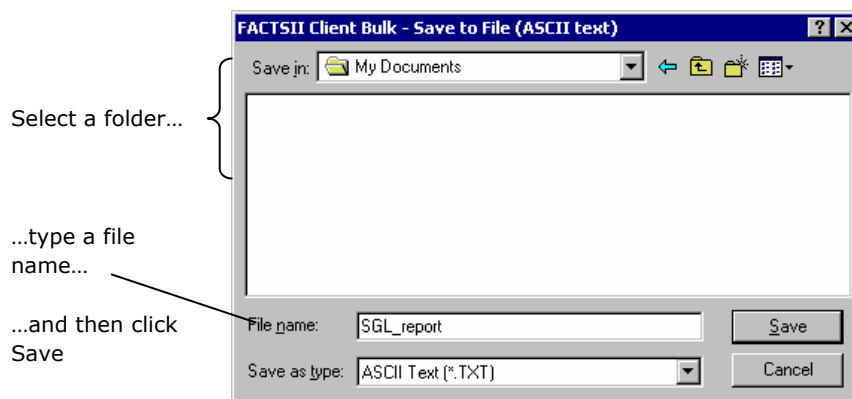
Report Fiscal Year	SGL Account	Account Title	Begin End	Normal Bal	Trans Agency Ind	Trans Acct Ind	App Category Ind	Reimbu. Fil In
2000	1010	Fund Balance with Treasury	E	D	N	N	N	N
2002	1120	Imprest Funds	E	D	N	N	N	N
2000	1130	Funds Held by the Public	E	D	N	N	N	N
2002	1190	Other Cash	E	D	N	N	N	N
2000	1195	Other Monetary Assets	E	D	N	N	N	N
2001	1330	Receivable for Transfers of Currently Invested Balances	E	D	N	N	N	N
2003	1610	Investments in U. S. Treasury Securities Issued by the Bureau of the Public Debt	Y	D	N	N	N	N
2000	1611	Discount on U. S. Treasury Securities Issued by Public Debt	E	C	N	N	N	N
2000	1612	Premium on U. S. Treasury Securities Issued by Public Debt	E	D	N	N	N	N
2000	1613	Amortization of Discount and Premium on U. S. Treasury Securities Issued by Public Debt	E	D	N	N	N	N
2000	1620	Investments in Securities Other than Public Debt Securities	Y	D	N	N	N	N
2000	1621	Discount on Securities Other than Public Debt Securities	E	C	N	N	N	N
2000	1622	Premium on Securities Other than Public Debt Securities	E	D	N	N	N	N
2000	1623	Amortization of Premium and Discount on Securities Other than Public Debt Securities	E	D	N	N	N	N
2002	1630	Investments in U.S. Treasury Zero Coupon Bonds Issued by Public Debt	Y	D	N	N	N	N
2002	1631	Discount on U.S. Treasury Zero Coupon Bonds Issued by Public Debt	E	C	N	N	N	N
2002	1638	Market Adjustment - Investments in U.S. Treasury Zero Coupon Bonds	E	D	N	N	N	N
2001	2150	Payable for Transfers of Currently Invested Balances	E	C	N	N	N	N
2002	4032	Estimated Indefinite Contract Authority	E	D	N	N	N	N
2002	4034	Anticipated Adjustments to Contract Authority	E	C	N	N	N	N
2002	4042	Estimated Borrowing Authority-Indefinite	E	D	N	N	N	N
2002	4044	Anticipated Reductions to Borrowing Authority	E	C	N	N	N	N

Click to see more attributes

2. To save the SGL data, from the File menu, select *Save As ► Using ASCII pre-format*.

Note: When you select the Using ASCII pre-format option, the Client Bulk program saves the SGL information in ASCII text format, padding each field with blanks to maintain the field widths. Select the Using PDF Acrobat format option if you want to distribute the SGL information to other people who will view the information using the Acrobat Reader.

3. On the Save to File window, select the folder where you want to save the SGL data file.



4. If necessary, in the File name field, type a name for the SGL data file that you are saving.
5. Click Save.

Download MAF Data

The Master Account File (MAF) contains the valid TAFSs (Treasury Appropriation Fund Symbols) for the preparer currently logged on to the Client Bulk program. Each MAF record contains a TAFS and the TAFS's pre-closing balance. Although the bulk transfer file can contain many preparers' TAFSs, you see only your TAFSs when you download the MAF data.

When you download the MAF, all of your TAFSs appear in the window; however, when you save the MAF data, only the TAFSs with a Bulk Indicator = "Y" are saved in your MAF data file.


The program prompts you to update your contact information when you download MAF data.

4.1 Downloading and Saving MAF Data

To download and save MAF data

1. On the main Client Bulk window, on the menu tree, double-click *Download MAF Data*.
2. On the Contact Information window, change your contact information if necessary, click Apply, and then click OK.

FACTSII-BULK Application - Contact Information	
Contact Information	
First Name:	MICHAEL
Last Name:	MURPHY
Agency Name:	DEPARTMENT OF THE TF
Bureau Name:	FINANCIAL MANAGEMENT
Contact Telephone:	(202) 874-1183
Contact Telephone Ext:	
Address 1:	3700 EAST WEST HWY
Address 2:	
Address 3:	
Address 4:	
Address 5:	
Supervisor Name:	JOE REARDON
Supervisor Phone:	(202) 874-7574
Supervisor Extension:	
Fax Number:	(202) 874-8818
City:	HYATTSVILLE
State:	MD
Zip Code:	20782-
Last Update:	7/17/2001 14:07:00
Email Address:	michael.murphy@fms.treas.gov
<input type="button" value="Print"/> <input type="button" value="Apply"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>	

All of your TAFSs appear on the window. Click  at the bottom of the window to see all of the information.

FACTSII CLIENT BULK v.3.02a

File View Tools Report Window Help

PreparedID: KBEIMEL (CONTRACTOR.DEPARTMENT OF THE TREASURY) Fiscal QTR: 4 (12/2002) (OPEN)

Department of the Treasury
Financial Management Service **fms**

MASTER ACCOUNT FILE - Multiple Preparer MAF Records - Current Processing Window (bulk_ind = 'Y')

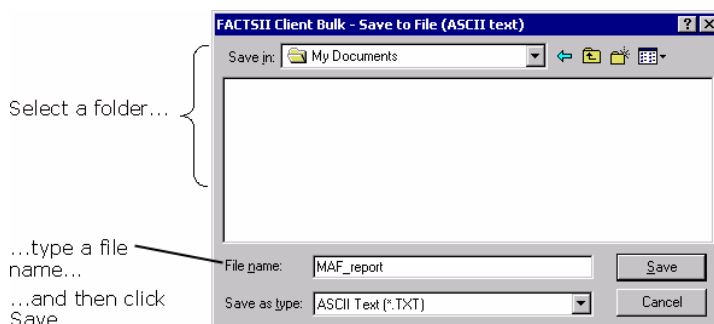
TAFS ID	Record Type 7	Master Preparer Ind	Acct Split Alloc Ind	Preparer ID	Pre Closing Balance	Net Outlay (net_dist)	Chapter	GOALS Flag	Approp Flag	Certify Flag	E
Preparer ID: BHARBELL											
21-89-	-	X-0240-000-000-0	N	Y	BHARBELL	15,734.97	465,069.82	15	Y		
89-	-	X-0226-000-000-0	N	Y	BHARBELL	.00	.00	15	Y		
89-	-	X-0235-000-000-0	N	Y	BHARBELL	488,609,493.19	37,326,623.94	15	Y		
89-	-	X-5069-000-000-0	N	Y	BHARBELL	500,000.00	3,726.57	15	Y		
89-	-	X-5227-000-000-0	N	Y	BHARBELL	655,704.05	105,713,876.28	15	Y		
89-	-	X-5227-000-000-0	911	N	Y	BHARBELL	-11,585,220.30	.00	15	Y	
89-	-	X-5227-000-000-0	931	N	Y	BHARBELL	-10,270,652,568.01	.00	15	Y	
89-	-	X-5227-000-000-0	971	N	Y	BHARBELL	23,421,219,000.00	.00	15	Y	
Preparer ID: CMERRELL											
12-	-	X-0113-000-000-0	N	Y	CMERRELL	50,549,903.66	55,602,427.21	07	Y		
12-	-	X-0115-000-000-0	N	Y	CMERRELL	76,613,188.61	15,733,971.20	07	Y		
12-	-	X-0500-000-000-0	N	Y	CMERRELL	19,011,269.73	16,143,302.20	07	Y		
12-	-	X-2500-000-000-0	N	Y	CMERRELL	4,380,093.71	-2,400,432.09	07	Y		
12-	-	X-2500-000-000-0	971	N	Y	CMERRELL	12,820,000.00	.00	07	Y	
12-	-	X-3200-000-000-0	N	Y	CMERRELL	-148.92	148.92	07	Y		
12-	-	X-3508-000-000-0	N	Y	CMERRELL	-1,809.64	11,222.34	07	Y		
12-	-	X-4144-000-000-0	N	Y	CMERRELL	1,202,629.73	-70,746.42	07	Y		
12-	-	X-4609-000-000-0	N	Y	CMERRELL	78,846,888.94	-43,037,986.46	07	Y		
12-	-	X-5070-000-000-0	N	Y	CMERRELL	56,761.93	-9,448,757.10	07	Y		
12-	-	X-5070-000-000-0	971	N	Y	CMERRELL	12,027,000.00	.00	07	Y	

FMS.IR.AMSD.FRB - FACTS II Client Bulk - MAF Current Processing Window

- To save the MAF data, from the File menu, select *Save As ► Using ASCII pre-format*.

Note: When you select the Using ASCII pre-format option, the Client Bulk program saves the MAF information in ASCII text format, padding each field with blanks to maintain the field widths. Select the Using PDF Acrobat format option if you want to distribute the MAF information to other people who will view the information using the Acrobat Reader.

- On the Save to File window, select the folder where you want to save the MAF data file.



- If necessary, in the File name field, type a name for the MAF data file that you are saving.
- Click Save.

Upload Bulk Data File

The bulk data file that you upload to FMS contains the adjusted trial balance for each of your TAFSs. This file also contains the information required by the SGL account attributes and any footnotes that you have attached to each SGL. For a description of the record format for the bulk transfer file, see the document *Bulk File Transfer File Formats*.

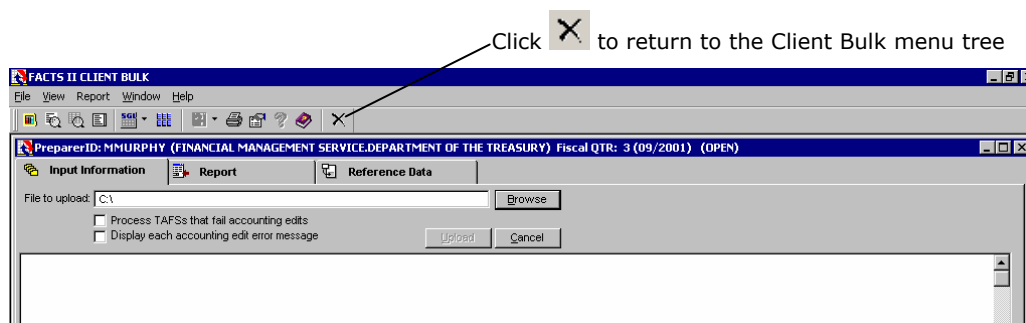


Note: When you upload your bulk transfer file, the Input Information, Report, and Reference Data tabs appear on your window. After you upload the file, the TAFS Summary Report appears on the Report tab. DO NOT close the window until you print or save the reports you need. You can select each tab to view the information, but if you close the window to return to the menu tree, you can no longer see the reports for the TAFSs you previously uploaded.

5.1 Uploading the Bulk Data File

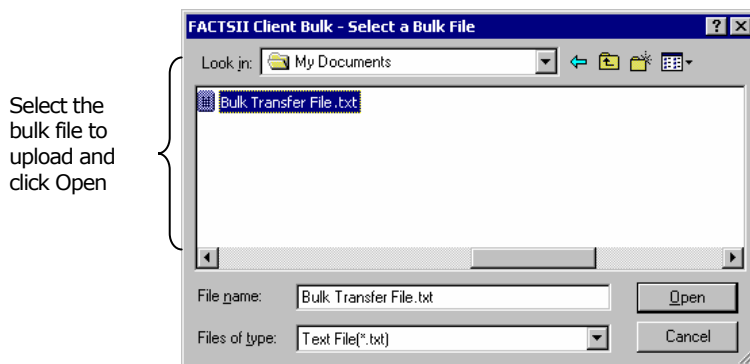
To upload the bulk data file

1. On the main Client Bulk window, on the menu tree, click *Upload BULK Data File*.
2. On the Input Information tab, to select a file to upload, click Browse.



3. If the ICA Client File Security window appears, select the Full Access option and then click OK.

4. On the Select a Bulk File window, select the bulk transfer file to upload and click Open.



5. If you want the Client Bulk program to add records that fail the accounting edits to the FACTS II database, select the Process TAFS that fail accounting edits checkbox. Click Upload to upload the file.

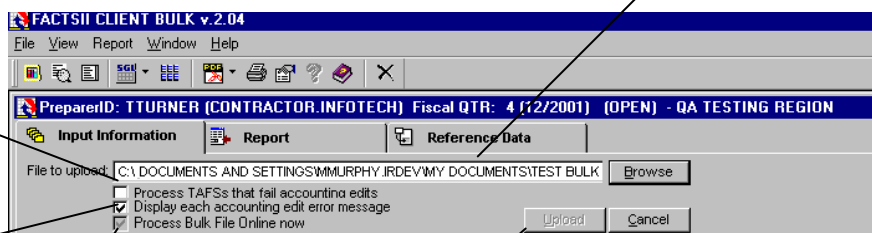
Note: Use the online FACTS II Client program to correct records added to the FACTS II database that failed the accounting edits.

Select this checkbox if you want the program to add the records that fail the accounting edits to the FACTS II database

Select this checkbox if you want to see a window describing each error when any records fail an accounting edit while the file is uploaded

This box is automatically selected (and cannot be changed) to show that the bulk file will process online now.

The file name you Selected appears here



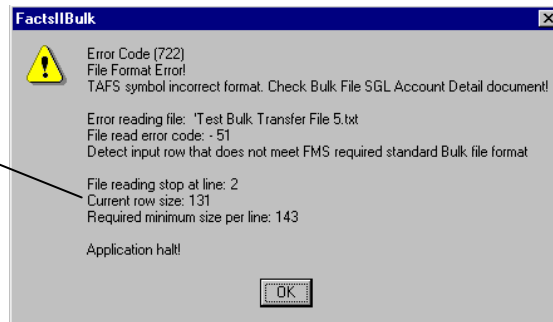
Click Upload to process the File

6. If you did not select the Process TAFSs that fail the accounting edits checkbox, a warning appears. Click **Yes** to continue to upload the file.
7. While the Client Bulk program processes your file, you see the Work In Progress images.



After your file is processed, the message you see depends on if your records passed or failed the edit process. If a window appears describing an error, look for clues in the description to help you correct the error and then click OK.

In this example, the second record in the file is only 131 characters, but it should be 143 characters



8. If your bulk transfer file was processed successfully, print or save the reports you need that appear on your window. See Chapter 8, "Client Bulk Reports."

5.2 How the Bulk File is Processed

Each record in your bulk data file must pass three groups of edits before it is added to the FACTS II database. These groups are

- The initial edits
- The SGL account attribute edits
- The accounting edits

5.2.1 The Initial Edits

The Client Bulk program uses the initial edits to quickly determine if your bulk transfer file can be processed. Each record in your file must pass the following initial edits or the entire file is rejected:

- The Department Regular Account field is a 2-digit numeric value.
- The Department Transfer Account field is a 2-digit numeric value.
- The Fiscal Year field is a 4-character value in one of the following formats:
 - All numeric
 - Two blanks and 2 numeric digits
 - Three blanks and an "X"
 - Three blanks and an "M"

- The Main Account Number field is a 4-digit numeric value.
- The Sub Account Number field is a 3-digit numeric value.
- The Account Split Sequence Number field is a 3-digit numeric value.
- The MAF Sequence Number field is a 3-digit numeric value.
- The ATB Sequence Number field is a 3-digit numeric value.
- The Preparer ID field is a non-blank 8-character value.
- The Certifier ID field is a non-blank 8-character value.

The Client Bulk program also verifies the following:

- Each record in the file is not less than 143 characters long.
- Each record is followed by the carriage return/line feed pair of characters.
- Only one blank record appears in the file, and it appears only just before the trailer record.

In addition to the edits above, each TAFS that you upload must appear in the MAF for the current fiscal year and quarter and a “Y” must appear in the Bulk Indicator column. An “N” appears in the Bulk Indicator column for any TAFS for two reasons:

- You notified FMS that you are reporting an adjusted trial balance for the TAFS using the online FACTS II Client program instead of the Client Bulk program.
- You already uploaded an adjusted trial balance for the TAFS for the current fiscal year and quarter. Note that you must include all of the SGL account balances for any TAFS in one bulk transfer file. You cannot upload balances for half of the SGL accounts for a TAFS in one file and upload the second half in another file.

The Client Bulk program rejects all records in your bulk transfer file with invalid TAFSs. Records with valid TAFSs move on to the SGL account attribute edits.

5.2.2 The SGL Account Attribute Edits

When you download the SGL (U.S. Standard General Ledger) data, you download the SGL account numbers and their attributes. The attributes identify the information that FMS requires you to report for each SGL account number.

When one record in your bulk transfer file fails any SGL account attribute edit, the Client Bulk program rejects all of the records in the file for the same TAFS. Imagine that your bulk transfer file records are grouped by TAFS; if one record in a group fails one of the SGL account attribute edits, the program rejects the entire group. Each group of TAFSs that passes the SGL account attribute edits moves on to the accounting edits.

You can resubmit records that fail the SGL account attribute edits in one of two ways:

- Move all of the records for the group of TAFSs to a new bulk transfer file, correct the records with errors, and upload the new file. FMS prefers this method.
- Correct the records with errors in the existing bulk transfer file and re-upload the file. The Client Bulk program rejects the records that were written to the FACTS II database the first time you uploaded the file, but your corrected records are reprocessed.

5.2.3 The Accounting Edits

The Client Bulk program performs accounting edits on each record in your bulk transfer file. See the *FACTS II User's Guide* for a description of the accounting edits. For fiscal year 2001, the twelfth edit is informational and has no effect on a record's status. Starting in fiscal year 2002, each record must also pass the twelfth accounting edit. If you select to add records to the FACTS II database that fail the accounting edits (see step 5 on page 16), the three possible outcomes are

- For quarters 1 through 3, each record that passes all accounting edits is added to the FACTS II database with a status of Certified.
- For quarter 4, each record that passes all accounting edits is added to the FACTS II database with a status of Pending Certification.
- Each record that fails any one of the accounting edits is added to the FACTS II database with a status of Editing.

Use the FACTS II Client program to correct any adjusted trial balance added to the FACTS II database that failed an accounting edit.

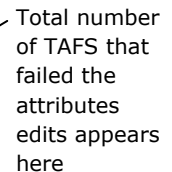
5.3 How to Research SGL Account Attribute Errors

The Client Bulk program rejects any record in your bulk transfer file that fails an SGL account attribute edit and rejects all records for the same TAFSSs. Use the Report tab and the Reference Data tab to research your attribute errors.

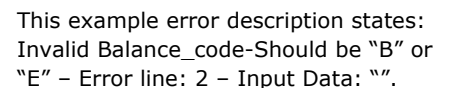
The attribute indicators in the SGL data file that you download identify the attribute values that you can include in your bulk transfer file. Each attribute indicator contains one of the following values:

- N – The field in your bulk data file referenced by this attribute indicator must have a blank value. For example if the Transfer Agency Indicator = N for a specific SGL account, the 2-digit Transfer Agency code for that SGL account in your bulk transfer file must be blank.
- Y – The field in your bulk data file referenced by this attribute indicator must contain a valid value for the specific SGL account. For example if the Beginning/Ending Indicator = Y for a specific SGL account, the 1-digit Beginning/Ending Balance Code for that SGL account in your bulk transfer file must contain one of the valid values (B or E in this example). See the following steps to see the valid values for any SGL account.
- A specific value – The field in your bulk data file referenced by this attribute indicator must contain the value specified. For example if the Beginning/Ending Indicator = B for a specific SGL account, the 1-digit Beginning/Ending Balance Code for that SGL account in your bulk transfer file must = B.

1. After the Client Bulk program processes your bulk transfer file, the TAFS Summary Report appears on the Reports tab. Look for TAFSs that failed the SGL account attributes edit in the Attrib Check Result column.



- Only the records that failed the attributes edits appear on the report even though all of the records for that TAFS were rejected. The Error Description column contains the values that appear in your bulk transfer file record and what the SGL account attributes indicate the values should be. You can also see valid SGL values on the Reference Data tab.

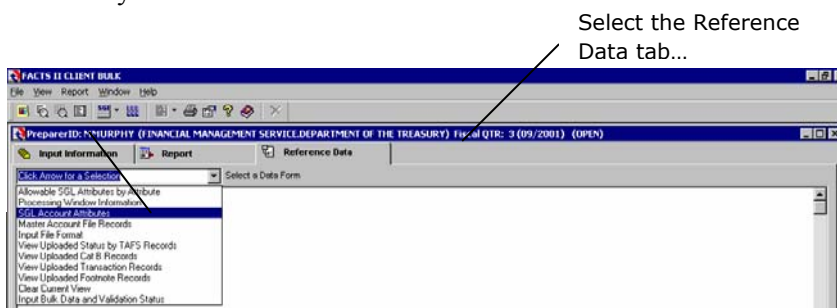


To see SGL accounts and attributes

1. Select the Reference Data tab and then from the Select a Data Form drop-down list, select *SGL Account Attributes*.

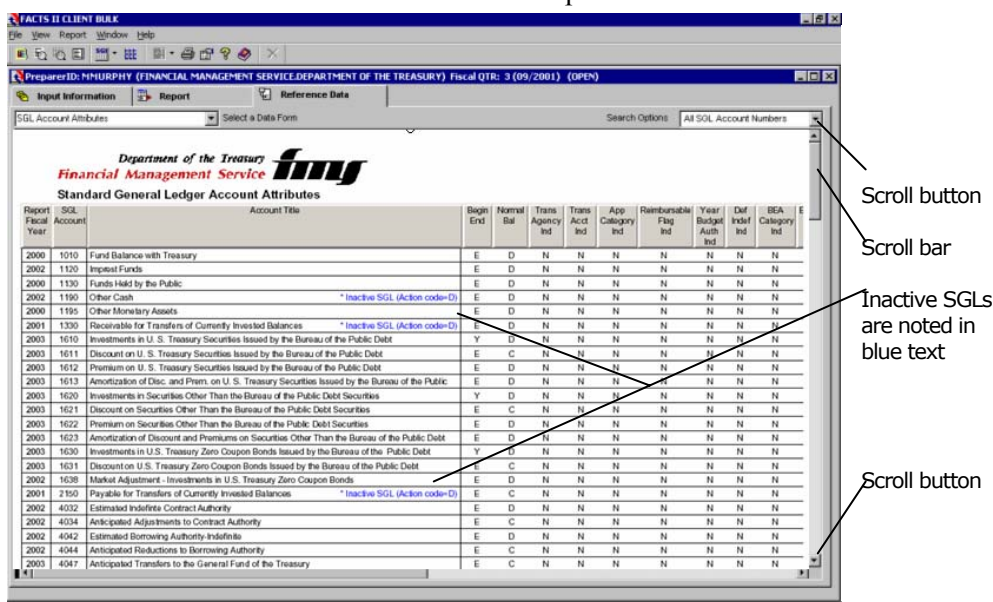
Note: You can close this window from only the Report tab. Print or save the reports you need before you close the window.

...and then
select SGL
Account
Attributes

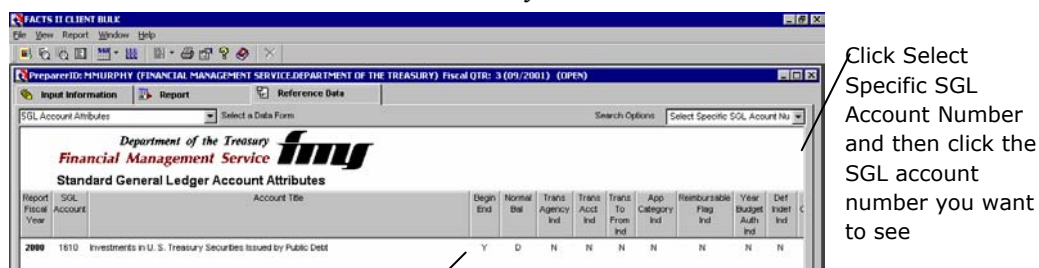


2. To see a specific SGL account number and its attributes, do one of the following:

- Use the scroll bar or scroll buttons to locate a specific SGL account number.



- From the Search Options drop-down list, click *Select Specific SGL Account Number* and then click the SGL account number that you want to see.



- To see the valid SGL values, from the Select a Data Form drop-down list, select *Allowable SGL Attributes by Attribute*.

Department of the Treasury
Financial Management Service **fms**

Allowable SGL Attributes by Attribute

Column Name	Code Value	Code Descriptions
authority_code	C	Contract Authority
	P	Appropriation
authority_code_new	D	Advance Appropriation
	L	Proceeds of Loan Asset Sales w
	R	Re-appropriation
	S	Spend auth from offsetting col
avail_code	A	Available in current period
	S	Available in subsequent period
balance_code	B	Beginning Balance
	E	Ending Balance
bea_cat_code	D	Discretionary

Look for valid SGL values

To see your bulk transfer file records

- Select the Input Information tab.

Your bulk transfer file records appear on the window in columns that enable you to see your data more clearly. In this example you can see that the Balance Code column for SGL account number 1610 is blank but should contain either a B or E (also described on the SGL Attribute Error Report).

Note: You can close this window from only the Report tab. Print or save the reports you need before you close the window.

Select the type of records you want to see

A blue tag indicates this record failed and edit

Line No	Dept Regular	Dept Transfer	Fiscal Year	Main Acct	Sub Acct	Split Seq Num	MAI Seq Num	ATO Seq Num	Preparer ID	Certifier ID	Rpt Fiscal Year	Rpt Fiscal Month	SGL Acct Num	Record Indicator	Cohort Yr	Balance Code	Def Indefinite Code
1	95		0001	0208	000	000	0	0	MMURPHY	MMON	2001	09	1010	D		E	
3	95		0001	0401	000	000	0	0	MMURPHY	MMON	2001	09	1610	D			
4	95		0001	0401	000	000	0	0	MMURPHY	MMON	2001	09	4610	D		E	
2	99		9999	000	000	0	0	0	MMURPHY	MMON	2001	09	4801	D		E	

B or E should appear here in this example

2. To see different types of records, select from the following options:

- ❑ All Data Result. Select this option if you want to see both records that failed edits and records that passed edits.
- ❑ View Passed Data Only. Select this option if you want to see only records that passed the edits.
- ❑ View Failed Data Only. Select this option if you want to see only records that failed the edits.
- ❑ View Posted or Online Editing. This option appears only if you selected the Process TAFS that fail accounting edits checkbox before you uploaded your bulk transfer file. Select this option if you want to see only records that failed the accounting edits but were posted to the FACTS II database.

To see valid TAFSs for a preparer

1. Select the Reference Data tab and from the Select a Data Form drop-down list, select *Master Account File Records*.
2. From the Search Options drop-down list, click *Select a Preparer* and then click the preparer who's TAFSs you want to see.

TAFS ID	Preparer ID	Pre Closing Balance	Chapter Code	GOALS Flag	Approp Flag	Certify Flag	Borrow Flag (def_index)	Bulk NonBulk Ind	FMS Source Ind	OMB Source Ind	Certifier ID	P
95-00-0103-000-000-0	YCM843	57824989.85	55	Y				Y	Y	Y	MMURPHY	
95-0001-0401-000-000-0	YCM843	20771452.70	55	Y				Y	Y	Y	MMURPHY	
20-X-4502-000-000-0	YCM843	247365889.68	40	Y				N	Y	Y	MMURPHY	
20-X-4502-000-000-1	YCM843	0	40	Y				N	Y	Y	MMURPHY	
95-0001-0206-000-000-0	YCM843	1442866.86	55	Y				N	Y	Y	MMURPHY	
95-0001-1712-000-000-0	YCM843	4940213.62	55	Y				N	Y	Y	MMURPHY	
95-0001-2720-000-000-0	YCM843	254946975.98	55	Y				N	Y	Y	MMURPHY	
95-0001-2721-000-000-0	YCM843	996280.85	55	Y				N	Y	Y	MMURPHY	
95-00-0206-000-000-0	YCM843	27818085.83	55	Y				N	Y	Y	MMURPHY	

N in this column indicates either FMS is not accepting bulk transfers or this TAFS was already uploaded.

Click the preparer whose TAFSs you want to see. Only the preparers in your bulk file appear here

5.4 Reference Data

The following table describes the information you can see on the Reference Data tab.

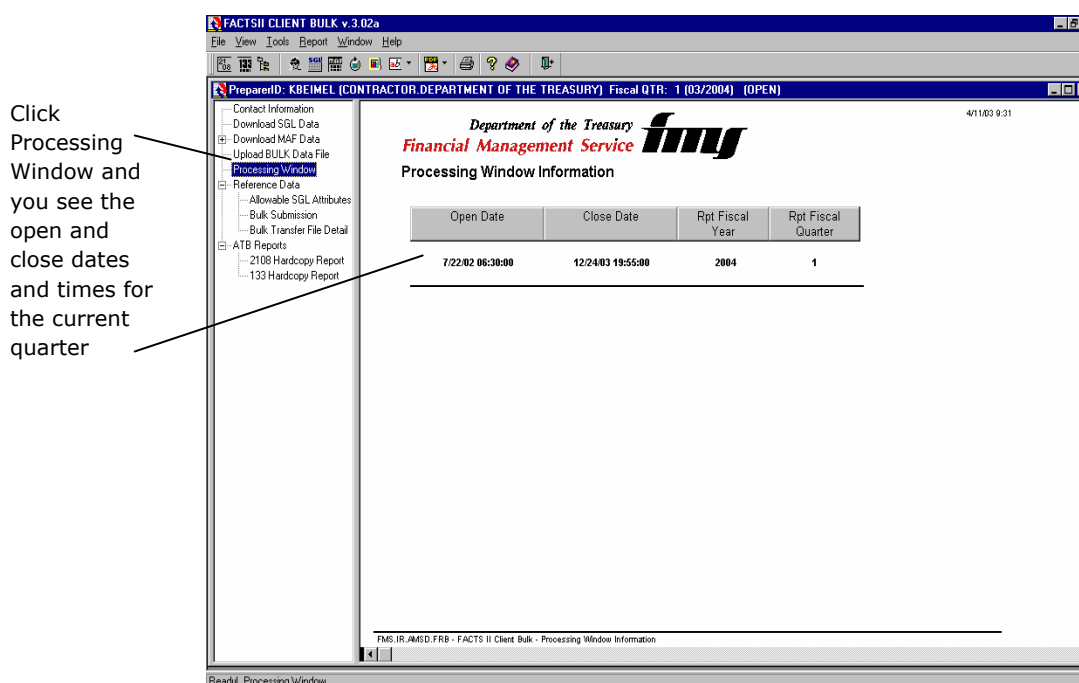
Select a Data Form	Description
Allowable SGL Attributes by Attribute	The SGL attributes and the values for each attribute that the Client Bulk program accepts in your bulk transfer file.
Input File Format	The bulk transfer file record format.
Master Account File Records	The MAF (Master Account File) for the preparer currently logged on to the Client Bulk program. This file contains the preparer's valid TAFSs for the current reporting window.
Processing Window Information	The open and close dates for the current reporting window and the current fiscal year and quarter.
SGL Account Attributes	The U.S. SGL (Standard General Ledger) account numbers and their attributes.
View Uploaded Cat B Records	The Category B information in your bulk transfer file records uploaded successfully.
View Uploaded Footnote Records	The footnotes in your bulk transfer file records uploaded successfully.
View Uploaded Status by TAFS Records	The status of each TAFS uploaded successfully in your bulk transfer file.
View Uploaded Transaction Records	The records uploaded successfully in your bulk transfer file excluding footnotes.

Processing Window

The processing window includes the dates and times that FMS opens and closes the reporting window for the current quarter.

To see the processing window dates

- On the main Client Bulk window, on the menu tree, click *Processing Window*.

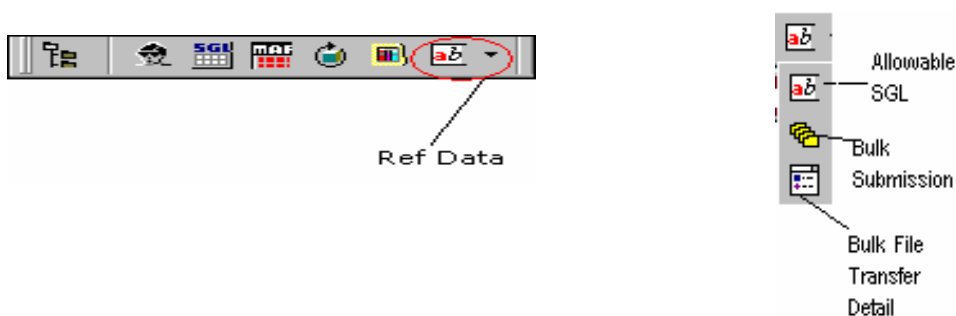


7

Reference Data

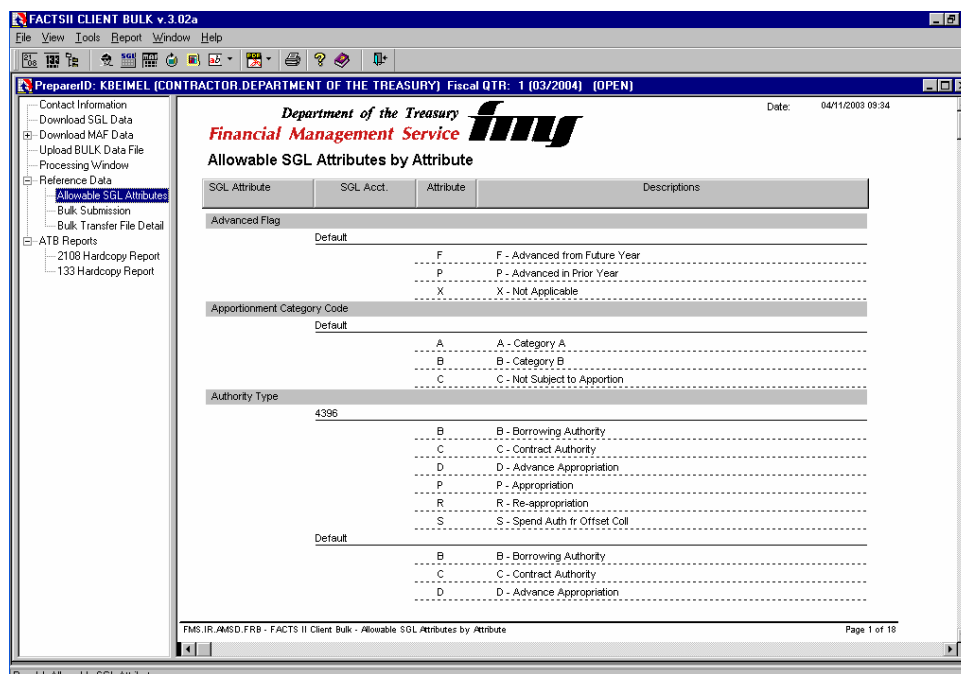
Reference Data was added to the FACTS II Client Bulk menu tree during Fiscal Quarter 1, 2002 as a point of reference feature for the preparer/user. Previously, in order for the preparer to obtain this information (s) he would have to be inside the *Upload Bulk Data File* window. No longer, this information is now accessible via shortcut buttons on the toolbar and in the menu tree to the left of the screen.

Toolbar Shortcut:



7.1 Allowable SGL Attributes by Attribute

This table outlines the allowable SGL attributes and the values for each attribute that the Client Bulk program accepts in your bulk transfer file. Please note that these allowable attributes are subject to change quarterly.



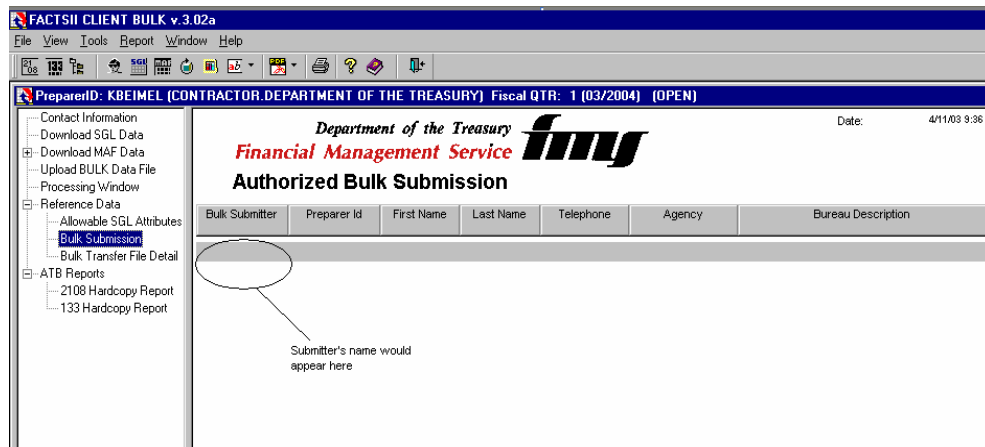
Note: *Allowable SGL Attributes by Attribute* retrieved via menu on left by selecting Reference Data.

7.2 Bulk Submission

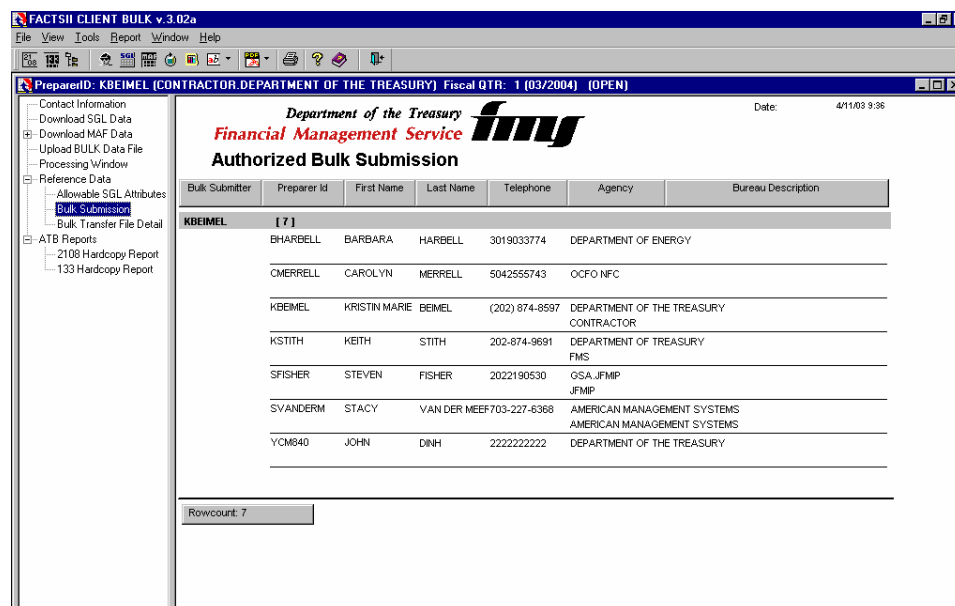
This feature enables a single preparer, once authorized; to download MAF data for the preparers for whom they upload bulk data files. There are two types of these bulk preparers: (1) Bulk submitter only. These individuals submit bulk files containing TAFS assigned to preparer's other than them. They are now able to download the TAFS of the individual preparers for whom they submit bulk data; (2) Preparer as well as an authorized bulk submitter for other preparers and is able to see all of the TAFS that have been assigned to preparers within his/her group;

To obtain authorization to become a bulk submitter

Any current user requesting authorization to become a bulk submitter should contact Joseph Wang at (202) 874-9885 or Kathy Wages at (202) 874-9891.



Note: The above figure is an example of the first type of preparer described earlier in section 7.2 *Bulk Submission*




Note: The above figure is an example of the second type of preparer described earlier in section 7.2 *Bulk Submission*.

7.3 Bulk Transfer File Detail

The *Bulk Transfer File Detail* option serves as a guide and/or a compliance check for the user/preparer when preparing a bulk transfer file detail. This sample layout can be printed or saved as an .xls file (Microsoft Excel). The preparer's bulk file detail must be in compliance with this sample file detail; if compliancy is not met errors will be returned.

You must supply all values in your detail records; the Client Bulk program does not assign any default values. All SGL account attributes must contain acceptable values either specified in the SGL Accounts and Attributes file or from the SGL Attribute Values table.



Bulk Transfer File Detail

Each SGL account attribute indicator (fields ending with ".IND") can contain one of the three following values:

- ☐ N - The account attribute you report to FMS must be blank.
- ☐ Y - The account attribute you report to FMS must contain an acceptable value. See Chapter 3, "SGL Attribute Values" for SGL attribute descriptions and their acceptable values.
- ☐ A specific value - The account attribute you report to FMS must contain this value.

Field Name	Length	Starting Position	Type	Descriptions
dept_regular	2	1	X	Part of TAFS - Department Regular Number (required). Non-blank. Range 00-99
dept_transfer	2	3	X	Part of TAFS - Department Transfer Number (required) Non-blank. Range 00-99
fiscal_year	4	5	X	Part of TAFS - Fiscal Year (required) Four possible formats: 9999 Multi-year funds. bb99 Annual funds. bbbX No-year funds. bbbM M account. Note: b indicates a blank character
main_acct	4	9	X	Part of TAFS - Main Account (required) Non-blank. Range 0001-9999
sub_acct_sym	3	13	g	Part of TAFS - Sub Account, 000 indicates not a sub account (required) Non-blank. Range 000-999
acct_split_seq_num	3	16	g	Part of TAFS - Sequence of Account split components, 000 indicates not an account split (required). Non-blank. Range 000-999
maif_seq_num	3	19	g	Part of TAFS - Sequence of MAF, 000 is original, any other number is supplemental (required). Non-blank. Range 001-999
atb_seq_num	3	22	g	Part of TAFS - Sequence of ATB, always 000 (required) Non-blank.
preparer_id	8	25	X	GOALS II Preparer ID (required) Left-justified.
certifier_id	8	33	X	GOALS II Certifier ID (required) Left-justified.

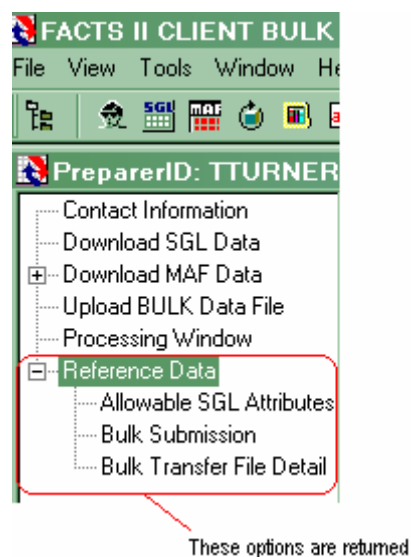
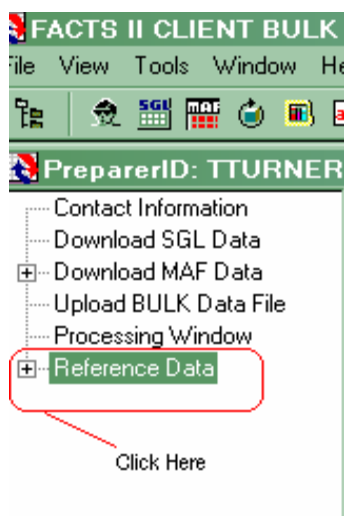


Note: The above figure, *Bulk Transfer File Detail*, can be accessed via the tree menu on the left of the screen in the Client Bulk application or the shortcut buttons on the very top of the screen, as stated in section 7.0.

To access *Reference Data* via tree menu

To access *Reference Data: Allowable SGL Attributes by Attribute, Bulk Submission, and Bulk Transfer File Detail*, via tree menu.

1. From menu tree on the left of the screen click on *+Reference Data*.
2. The following options will be returned; *Allowable SGL Attributes by Attribute, Bulk Submission, and Bulk Transfer File Detail*, you may click on any of the choices to make your selection.



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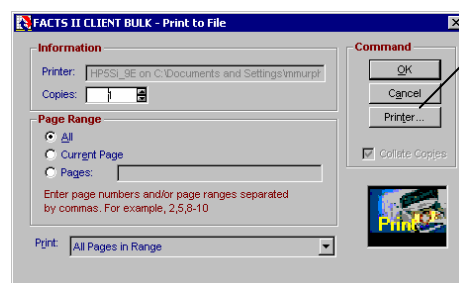
8

Client Bulk Reports

The Client Bulk System contains two kinds of reports: ATB (Adjusted Trial Balance) Reports and Summary Reports. The ATB Reports consist of the FMS 2108 Report and enhanced SF 133 Report. The SF 133 is used as the basis of the audited Statement of Budgetary Resources and the FMS 2108 is used as the basis of the Treasury Combined Statement. The second type of report, the Summary Reports, consists of the TAFS Summary Report, the TAFS Detail Report, and the SGL Attribute Error Report and provides a summary of the data that was just uploaded via the Client Bulk Application. Unless the Summary Reports are saved prior to closing the Client Bulk Application, they can not be viewed again.

To print Client Bulk reports

1. From the File menu, select *Print*. The FMS 2108 and SF 133 Reports can also be printed by clicking the Print and Print Setup buttons located on the bottom of each report.
2. On the Print to File window, select your print options and then click OK.



To select a different printer, click Printer

To save Client Bulk reports in PDF

1. From the File menu, select *Save As ► Using PDF Acrobat format*. The FMS 2108 Report can also be saved in PDF by clicking the save button located on the bottom of the Report.
2. On the Print to File window, type or select the appropriate options and then click OK.
3. On the Save as Adobe Acrobat PDF file window, select the folder where you want to save the file, type a file name, and then click Save.

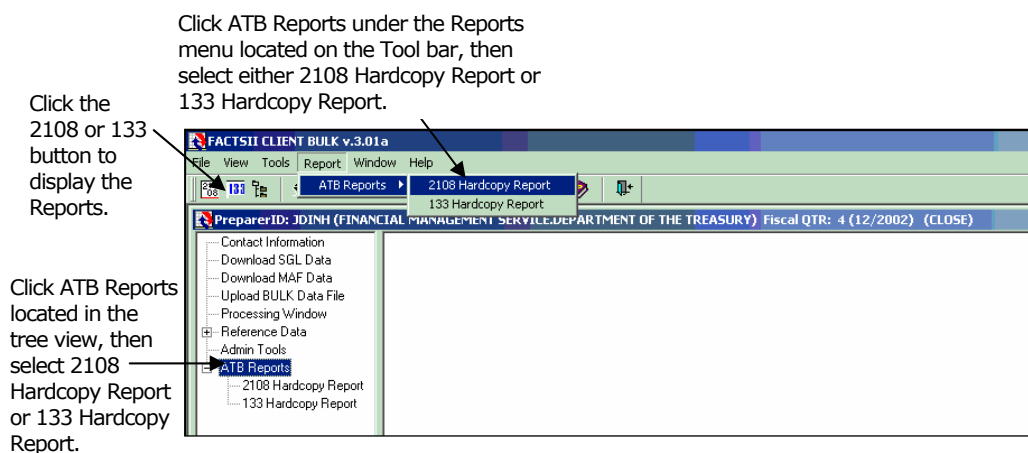
8.1 ATB (Adjusted Trial Balance) Reports

The FMS 2108 report, "Year-End Closing Statement" and the SF 133 Report on Budget Execution (SF 133) can be accessed upon entry to the Client Bulk System.

To access the ATB Reports

There are three ways to access the ATB Reports:

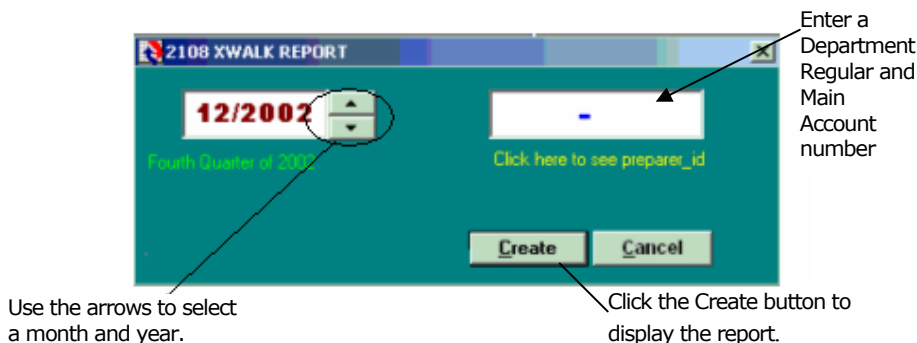
1. Click ATB Reports under the Reports menu located on the Menu bar, then select the 2108 Hardcopy Report or SF 133 Hardcopy Report.
2. Click ATB Reports located on the tree view, then select the 2108 Hardcopy Report or SF 133 Hardcopy Report.
3. Click the 2108 or 133 buttons located on the Tool bar.



8.1.1 FMS 2108 Report

To see the FMS 2108 Report

1. Select the 2108 Hardcopy Report and the following window will appear. Once you have selected a month and year and entered a Department Regular and Main Account Number, click Create to display the report.



Use the arrows to scroll up and down the report.

The **Printer Setup** button takes you to the Printer setup where you can change the printer to which you print.

Click the **Save** button to access the Print dialog box where you can choose to save the report as a PDF file.

The **Print** button will print the current report and the **Close** button will close the current report.

8.1.2 SF 133 Report (enhanced version)

To see the SF 133 Report

1. Select the SF 133 Hardcopy Report and the following window will appear. Once you have selected a month and year and entered a Department Regular and Main Account Number and click Create.

Click the Create button to display the choices for the data displayed in the report.

Use the arrows to select a month and year.

- Once the Create button is clicked, FACTS II displays a window containing a list of TAFS which can be reported. The list consists of unique TAFSs, which include fiscal year. In addition, the list will specifically identify Cohort Year, if applicable, for report generation. See the screen below.

Click this line to create a report with ALL TAFS.

Select one of these TAFS to create a report that displays data only on the selected TAFS.

FMS.133 REPORT			
Report by TAFS			Report by TAFS and Cohort Year
Create Report for - All TAFS			
Create Report for - 12	X 4158	ACARROLL	00
Create Report for - 12	X 4158	ACARROLL	01
Create Report for - 12	X 4158	ACARROLL	02
Create Report for - 12	X 4158	ACARROLL	03

Click any of these lines to display the report by cohort year.

- Select one of the lines above and the SF 133 Report will appear as shown below.

If the TAFS is certified, the name, telephone number, and email address of the certifier will appear.

The new SF 133 displays the Status of the TAFS

FACTS II

SF 133 Report on Budget Execution and Budgetary Resources
Department of the Treasury Financial Management Service
(In dollars and cents)

Page 1 of 2
Report Run On: 1/16/03 09:43:04

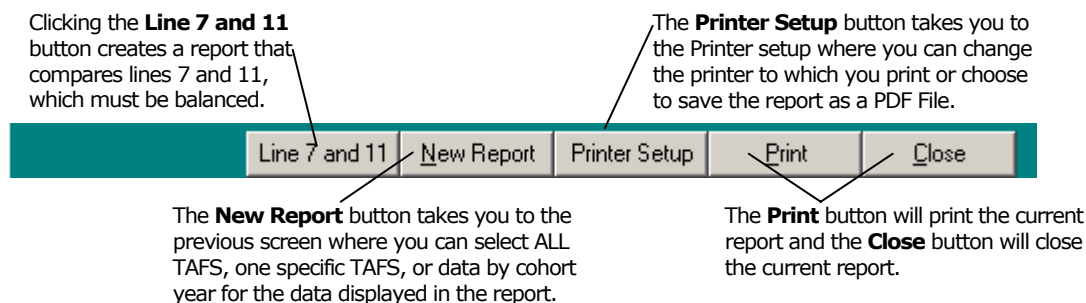
Treasury Account: 14 0203 1036 000 Fiscal Year 0203 4th Quarter Fiscal Year: 2002 Status: Reported On
Agency: Department of the Interior Bureau: National Park Service OMS Account: 010 24 1036 Operation of the national park system

Contract ID: PRIENDE First Name: PATRICIA Last Name: RIENDEU Phone #: 7034879308 Ext. Email: pat_riendeu@nps.gov
Preparer ID: TIMEARA First Name: THOMAS Last Name: MEARA Phone #: 7034879043 Ext. Email: thomas_meara@nps.gov

BUDGETARY RESOURCES

- Budget authority:
 - Appropriation \$72,640,000.00
 - Borrowing authority
 - Contract authority
 - Net transfers (+) or (-) (\$142,097.00)
 - Other
- Unobligated balance:
 - Brought forward, October 1 (+ or -)
 - Net transfers, balances, actual (+ or -)
 - Anticipated transfers, balances (+ or -)
- Spending authority from offsetting collections (gross):
 - Earned:
 - Collected
 - Receivable from Federal sources
 - Change in unfulfilled customer orders (I. or -):
 - Advance received
 - Without advance from Federal sources
 - Anticipated for rest of year, without advance
 - Transfers from trust funds:
 - Collected
 - Anticipated
- Recoveries of prior year obligations:
 - Actual
 - Anticipated
- Temp not available pursuant to Public Law (-)
- Permanently not available:
 - Cancellations of expired two-year acts (-)
 - Bracketed rescissions (-)
 - Capital transfers and redemption of debt (-)
 - Other authority withdrawn (-)
 - Pursuant to Public Law (-)
 - Anticipated rest of year (-)

Line 7 and 11 New Report Printer Setup Print Close



4. In the SF 133 Report, the Total budgetary resources (Line 7) and Total status of budgetary resources (Line 11) should be equal. The new version of the SF 133 Report allows you to compare the two lines more easily. Simply click the **Line 7 and 11** button and the two lines will display consecutively highlighted in yellow. Refer to the screen below.

FACTS II	
SF 133 Report on Budget Execution and Budgetary Resources Department of the Treasury Financial Management Service (In dollars and cents)	
Treasury Account: 14 X 1036 000 Fiscal Year: X 2 th Quarter, Fiscal Year: 2002 Status: Reported On	
Agency: Department of the Interior Bureau: National Park Service OMB Account: 010 24 1036 Operation of the national park system Certifier ID: PRIENDEA First Name: PATRICIA Last Name: RIENDEAU Phone #: 7034879308 Ext. Email: pat_riendeau@nps.gov Preparer ID: LWILSON First Name: LINDA Last Name: WILSON Phone #: 7034879027 Ext. Email: linda_wilson@nps.gov	
7. Total budgetary resources	\$38,934,413.41
11. Total status of budgetary resources	\$38,934,413.41

Note: The FACTS II Client Application offers users the ability to run the new version of the SF 133 Report or the old version of the report. You are encouraged to run both versions of the report to compare and contrast the differences in functional capabilities between the two versions of the report.

8.2 Summary Reports

After you upload the bulk transfer file, you see the following reports on the Report tab:

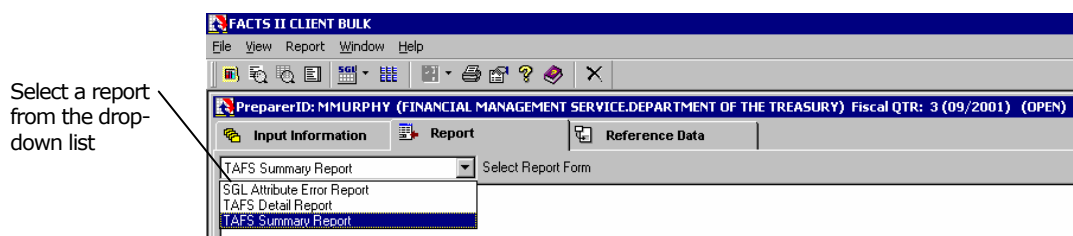
- The TAFS Summary Report
- The TAFS Detail Report
- The SGL Attribute Error Report



Note: When you upload your bulk transfer file, the Input Information, Report, and Reference Data tabs appear on your window. After you upload the file, the TAFS Summary Report appears on the Report tab. DO NOT close the window until you print or save the reports you need. You can select each tab to view the information, but if you close the window to return to the menu tree, you can no longer see the reports for the TAFSs you previously uploaded.

To see a summary report

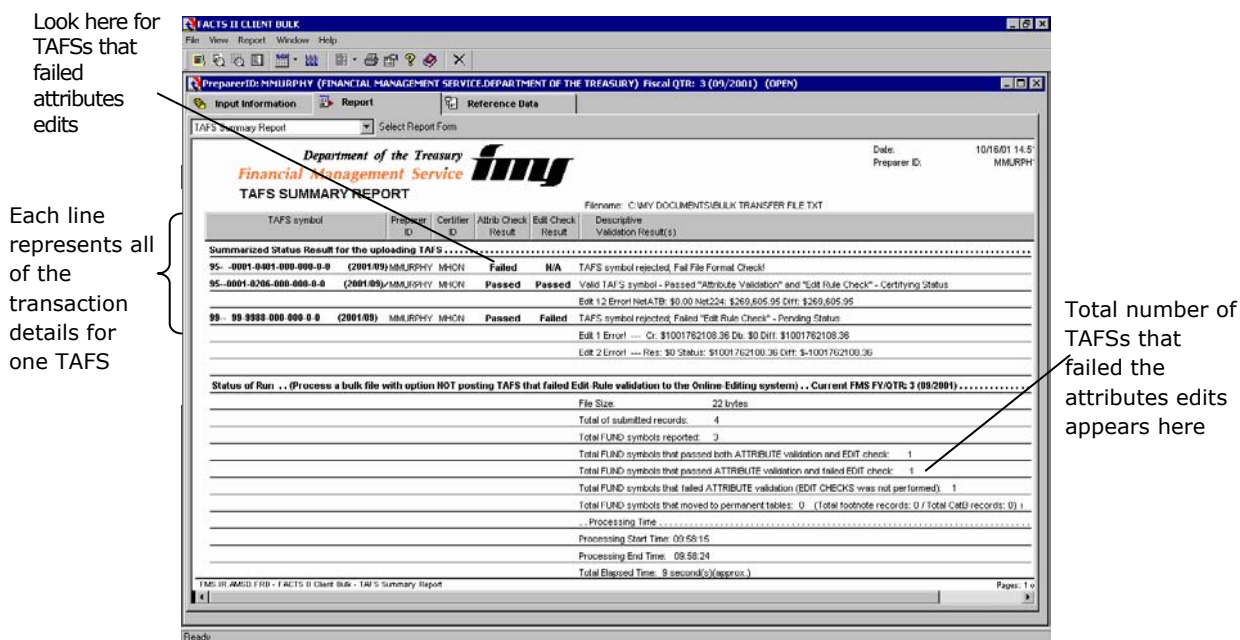
- After you upload the bulk transfer file, on the Report tab, select a report from the Select Report Form drop-down list.



8.2.1 The TAFS Summary Report

The TAFS Summary Report summarizes the TAFS that pass and fail the edit process. In the detail section, you see only one TAFS for each group. For example your bulk transfer file may include five records for one TAFS, if one of those records fails an account attribute edit, the program rejects all five of the records for the TAFS; however, you see only one occurrence of the TAFS on this report.

This report automatically appears after you upload the bulk transfer file.



8.2.2 The SGL Attribute Error Report

All records that fail any SGL account attribute appear on the SGL Attribute Error Report.

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SGI ATTRIBUTE ERROR REPORT

Reported Line No.	TAFS ID	SGL Acct	Preparer ID	Certifier ID	Rpt Fiscal Year/Month	Error Description
2	:95- -0001-0401-000-000-0-0	1610	MMURPHY	MMON	2001/09	Invalid Balance_code - Should be 'B' or 'E' - Error Line: 2 - Input Data: ''
	:95- -0001-0401-000-000-0-0	1610	MMURPHY	MMON	2001/09	Invalid gov_code - Should be a 'F' - Error Line: 2 - Input Data: ''

Select a search option from the drop-down list

8.2.3 The TAFS Detail Report

All records that pass or fail either the initial edit or the SGL account attribute edits appear on the TAFS Detail Report.

Department of the Treasury
Financial Management Service **fms**

STATUS by TAFS DETAIL REPORT

TAFS ID	Preparer ID	Certifier ID	Rpt Fiscal Year	Rpt Fiscal Month	Pass / Fail	MAF	Duplicate TAFS	Error Descriptions
95- -0001-0206-000-000-0-0	YCM843	YOK501	2001	06	P	P	N	
95- -0001-0401-000-000-0-0	YCM843	YOK501	2001	06	F	P	N	Fail File Format Check
99- -98-9988-000-000-0-0	YCM842	RNELSON	2001	06	F	P	N	TAFS symbol rejected; Failed Edit Rule Check: Edit 1, 2

Total TAFS symbols: 3

Select a search option from the drop-down list

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